

# Bukit Batok Public Library Social Story





## Contents

- Library Etiquette & Safety Precautions
- Library Staff
- Library Space (New Arrivals, Children Section, etc.)
- Services (Catalogue, Printing Stations, MMS, Reservation Lockers)



I am at Bukit Batok Public Library

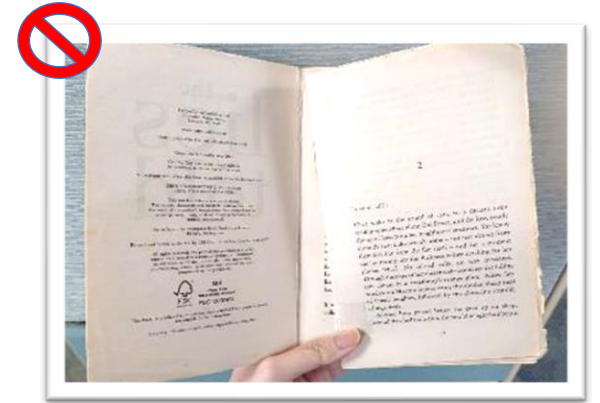
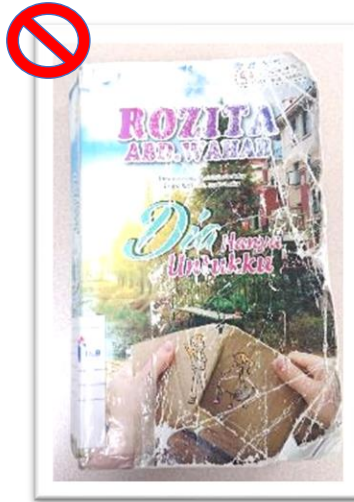
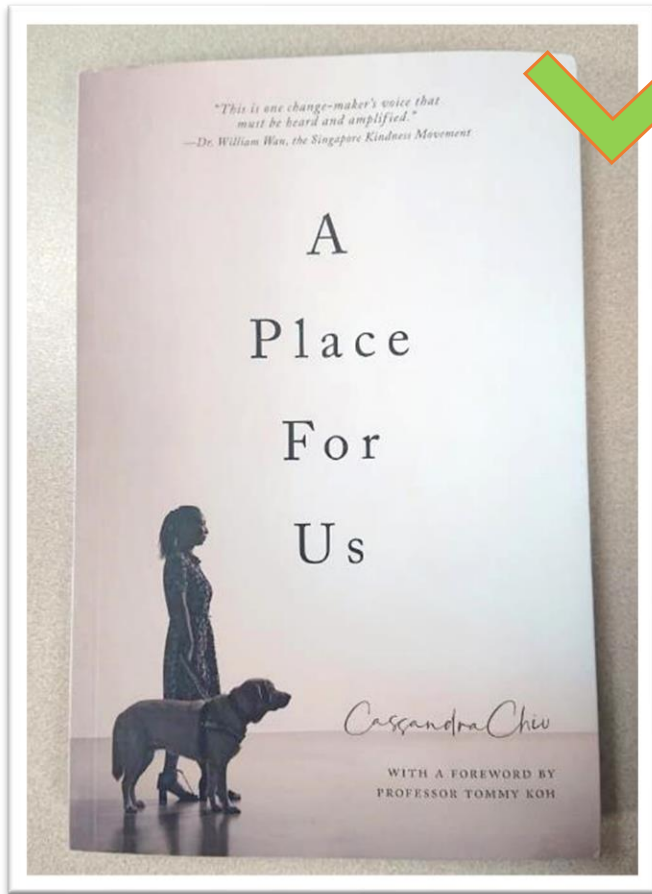
# **Library Etiquette & Safety Precautions**

<p><b>Shout</b> ✗</p> <ul style="list-style-type: none"> <li>• Playing</li> <li>• Emergency</li> </ul>	
<p><b>Talk loudly</b> ✗</p> <ul style="list-style-type: none"> <li>• Talking outdoors</li> </ul>	
<p><b>Talk</b> ✗</p> <ul style="list-style-type: none"> <li>• Talking indoors</li> </ul>	
<p><b>Whisper</b> ✓</p> <ul style="list-style-type: none"> <li>• In the library</li> </ul>	



Inside the library, I will whisper and keep my voice down.  
I do not want to disturb other people.

I will walk in the library.  
I do not want to trip or hurt anyone if I run.



I must be careful when I'm using library books or other library items.

I cannot tear, fold or step on books because they will be damaged.

Everyone can enjoy the books only if they are not damaged!



**Do NOT climb  
on the shelves**

I must not climb on the  
bookshelves.

If I climb on the shelves, they may  
dislodge and books will fall off the  
shelves.

I do not want to hurt myself if I fall or  
when the books hit me.



There will be potted plants like these all over the library.

I shall not play with them or push them over.

If I push the plants, they may topple over and I may break the plant.

I do not want to fall and cut myself on the broken pot pieces.







If I browse magazines, I must pull out the drawer slowly and carefully.

I do not want my finger to get caught between the drawers because it will be very painful.

There is a sign on top of the magazine shelf to guide me on how to pull the drawer.



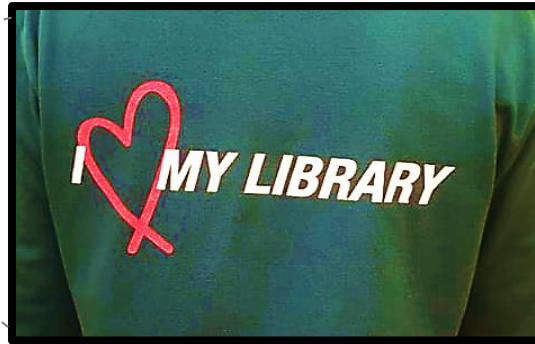
I must close the drawers fully.

I will not leave any drawers open in case other people walk into or trip over them.

# Library Staff

I can get help from library staff who wear these uniforms

12



Library Staff

# I can get help from library staff who wear these uniforms

13



**Library Staff**

# Library Space



I will enter through the gates.

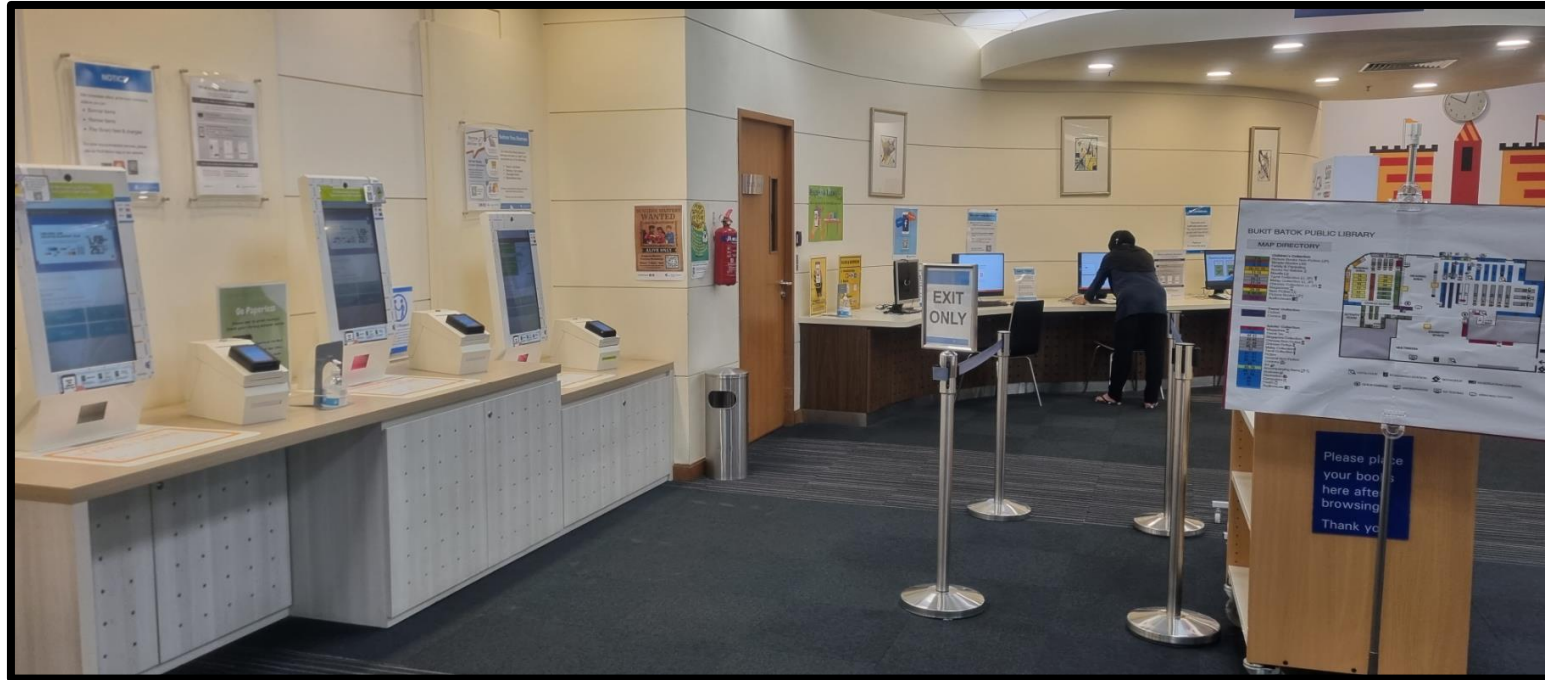


I can find the new arrivals on these shelves.



If I need help, I will go to this information point.

17



The library staff is usually here.

I can find a map like this here.

18



It shows me the layout of the library and where I to go find various things.



I can find and read magazines and books for adults in English, Malay, Chinese and Tamil.



I can also find books about Singapore in English, Malay, Chinese and Tamil.



I can find and read books written in mother tongue languages, like Chinese, Malay and Tamil.



Books are arranged on the shelves according to popular categories like travel or cooking.  
I can use the signs to find books I want to read.



I can charge my mobile phone or tablet at this **Quick Charge station**.





This is the Children Section.



I can borrow audiovisual materials for children to listen or watch at home.



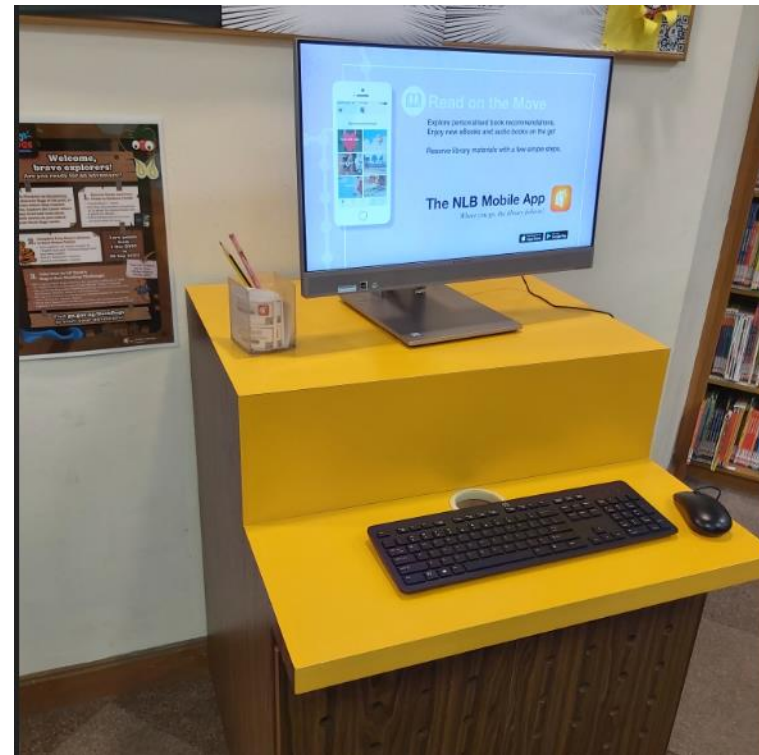


I can find and read children magazines in English, Malay, Chinese and Tamil.



This is the sitting area.  
I can sit here and read my books quietly.

# Services



These machines are called  
**catalogue stations.**

I will find them all over the library.  
I can use the them to search for books I  
want to read.

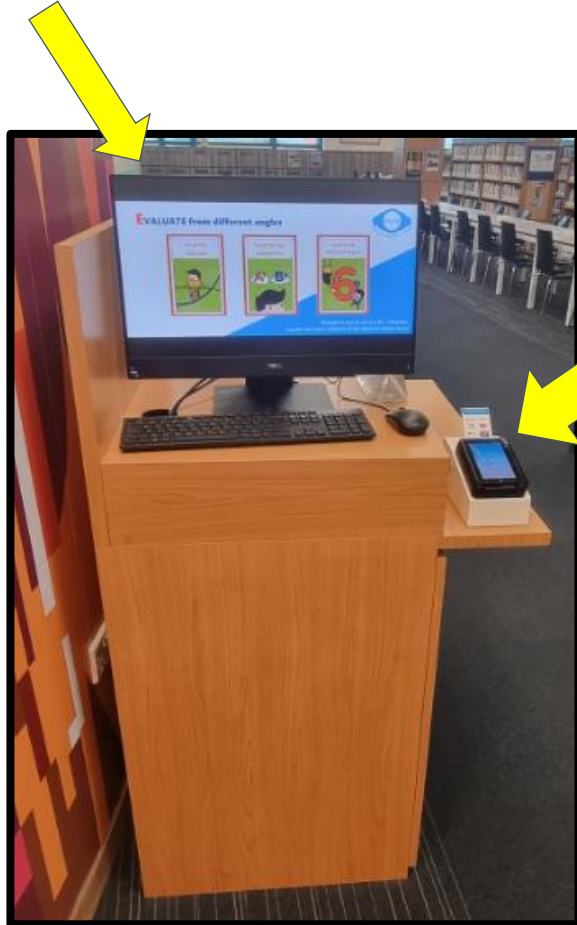


These computers are called **multimedia stations**.

I can use the computers to do many things!

For example, I can read eNewspapers, eMagazines, print documents or browse the internet.

I will log in first



I can pay for printing by using a Credit/Debit card.

I can collect my paper here when it is done printing.



This is a **printing station**.

I can find this near the entrance to Children's' Section.

I can come here to print documents and pay for printing.

Before printing, I will use the multimedia station to submit the document to print.



I found some interesting books I want to borrow.  
Before leaving, I can borrow them at these borrowing stations!

Experience the **revamped**

# NLB MOBILE APP

New look, improved navigation, and personalised recommendations



**Read eNewspapers and eMagazines**  
Enjoy complimentary access to local (SPH) and international eNewspapers and eMagazines.

**Find a Title**  
Browse and borrow a title. Choose from over 900,000 copies of eBooks and audiobooks.

**Scan and Borrow**  
Beat the queue at the libraries! Scan and borrow physical materials easily.

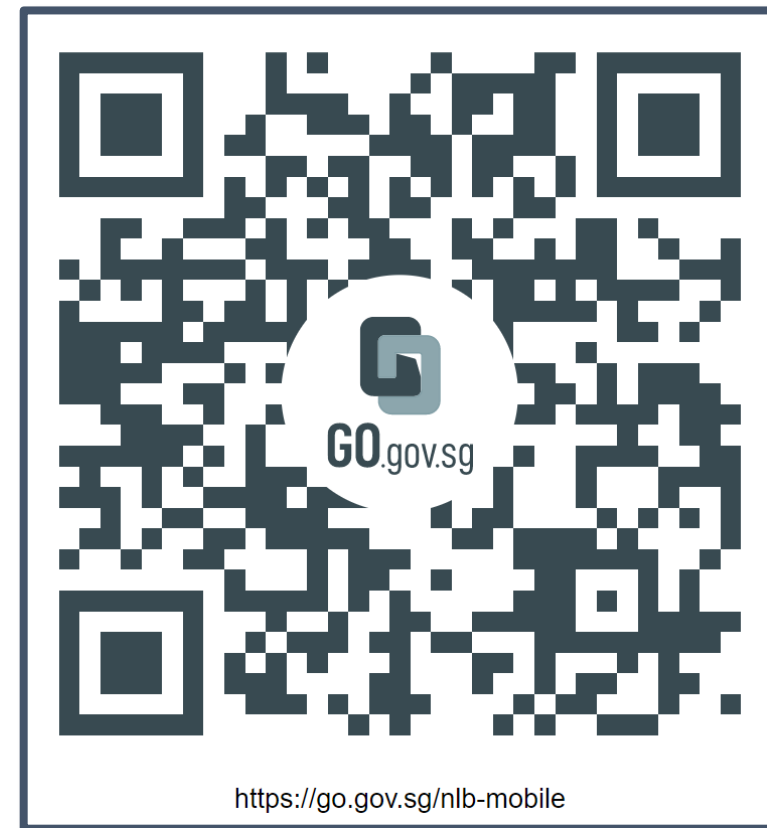
**Manage Your Account**  
Check your loan records, reservations, due dates of items, and pay outstanding fees.

Download on the **App Store**  
GET IT ON **Google Play**

Don't miss out on these useful features and more! Scan the QR code or visit [go.gov.sg/nlb-mobile](https://go.gov.sg/nlb-mobile) to download.

**NLB** | National Library Board Singapore

I can also borrow or reserve books using the **NLB Mobile app!**



I can scan this QR code to download the app using Google Play or Apple App Store.



LOAN RECEIPT  
NATIONAL LIBRARY BOARD  
Bukit Batok Public Library

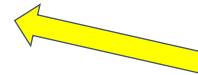
Station : BBTRF2BBS01  
Date : 29/07/2021  
Time : 13:40:30  
Name : **MY NAME**

Please go to  
<http://www.nlb.gov.sg> to check  
your loan status or renew your  
library items.

Items Borrowed	Due Date
1.Scissors, paper, craft : 30 pretty p rojects all cut, folded, and crafted f rom paper B27611203K	09 Sep 2021
2.Knit your own pet B27700782K	09 Sep 2021
3.Tasted & approved! : a quick & easy cookbook for busy parents by busy pare nts B31590752J	09 Sep 2021
4.Muslims of the world : portraits and stories of hope, survival, loss, and love B35045708J	09 Sep 2021

For enquiries, please email us at  
[enquiry@nlb.gov.sg](mailto:enquiry@nlb.gov.sg)

After I borrow a book, I can  
choose to print a receipt.  
The receipt will look like this.



The **due date** for me to  
return the book I borrowed  
will be written here.

I can check the due date on  
my NLB Mobile app too.



If a book is unavailable, I can reserve it.  
I will come here another day to collect my reserved  
books from the **Reservation Lockers**.



This is the **Bookdrop**.  
I have to return my borrowed  
books here by the due date.



Now I know where to go in the library.

I also know what I can find and do at each level.

If I want to read and listen to stories, I can always come back to visit the library!

If I need more help, I can send an email to [enquiry@nlb.gov.sg](mailto:enquiry@nlb.gov.sg).